



GENESEE COUNTY
— M I C H I G A N —

Genesee County
Public Works Committee
Agenda

Wednesday, November 13, 2024

5:30 PM

1101 Beach St., Room 301

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

[RES-2024-1425](#) Approval of Meeting Minutes - October 16, 2024

IV. PUBLIC COMMENT TO COMMITTEE

V. COMMUNICATIONS

VI. OLD BUSINESS

VII. NEW BUSINESS

1. [RES-2024-1199](#) Approval of an agreement between Genesee County and the Flint River Watershed Coalition assigning and transferring the operation and current programs of the Flint River Watershed Coalition to the Genesee County's Parks & Recreation Commission
2. [RES-2024-1348](#) Approval of a request by Genesee County's Parks and Recreation Commission to amend RES-2023-201, a resolution approving the purchase order to Durango & Silverton for the construction of railroad train trucks, allowing for the purchase in fiscal year 2025 instead of fiscal year 2024; this request is the result of a delay in construction

VIII. OTHER BUSINESS

IX. ADJOURNMENT



Genesee County

Staff Report

Genesee County
Administration Building
1101 Beach St
Flint, MI 48502

File #: RES-2024-1425

Agenda Date: 11/13/2024

Agenda #:

Approval of Meeting Minutes - October 16, 2024



GENESEE COUNTY

— M I C H I G A N —

Genesee County Public Works Committee Meeting Minutes

Wednesday, October 16, 2024

5:30 PM

Harris Auditorium, 1101 Beach St.

I. CALL TO ORDER

Commissioner Ellenburg called the meeting to order at 6:50 PM.

II. ROLL CALL

Present: Ellen Ellenburg, Delrico J. Loyd, Charles Winfrey, Beverly Brown, James Avery, Shaun Shumaker, Martin L. Cousineau and Dale K. Weighill

Absent: Michelle Davis

III. APPROVAL OF MINUTES

[RES-2024-1300](#) Approval of Meeting Minutes - October 2, 2024

RESULT: APPROVED

MOVER: Beverly Brown

SECONDER: Charles Winfrey

Aye: Chairperson Ellenburg, Commissioner Loyd, Commissioner Winfrey, Commissioner Brown, Commissioner Avery, Commissioner Shumaker, Commissioner Cousineau and Commissioner Weighill

Absent: Vice Chair Davis

IV. PUBLIC COMMENT TO COMMITTEE

V. COMMUNICATIONS

[24-596](#) AmeriCorps - Parks and Recreation Commission

AmeriCorps was replaced with a presentation regarding the Flint River Watershed Coalition.

VI. OLD BUSINESS

VII. NEW BUSINESS

1. [RES-2024-1199](#) Approval of an agreement between Genesee County and the Flint River Watershed Coalition assigning and transferring the operation and current programs of the Flint River Watershed Coalition to the Genesee County's Parks & Recreation Commission

RESULT: POSTPONED

MOVER: Delrico J. Loyd

SECONDER: Shaun Shumaker

Aye: Chairperson Ellenburg, Commissioner Loyd, Commissioner Winfrey, Commissioner Brown, Commissioner Avery, Commissioner Shumaker and Commissioner Weighill

Nay: Commissioner Cousineau

Absent: Vice Chair Davis

VIII. OTHER BUSINESS**IX. ADJOURNMENT**

The meeting was adjourned at 7:51 PM.



Genesee County

Staff Report

Genesee County
Administration Building
1101 Beach St
Flint, MI 48502

File #: RES-2024-1199

Agenda Date: 11/13/2024

Agenda #: 1.

To: Ellen Ellenburg, Public Works Committee Chairperson

From: Patrick Linihan, Parks and Recreation Director

RE: Approval of an agreement between Genesee County and the Flint River Watershed Coalition assigning and transferring the operation and current programs of the Flint River Watershed Coalition to the Genesee County's Parks & Recreation Commission

BOARD ACTION REQUESTED:

Genesee County Parks and Recreation staff requests the approval of a Supporting Organization Agreement (SOA) with Flint River Watershed Coalition, assigning and transferring the operation and current programs of the Flint River Watershed Coalition (FRWC) to Genesee County Parks and Recreation Commission.

BACKGROUND:

The Flint River Watershed Coalition (FRWC) is a Michigan non-profit corporation and is the leading community-based program for clean water resources. Their mission has been partnering to protect, promote, and improve the Flint River Watershed. Genesee County Parks and Recreation Commission (GCPRC) shares similar missions and values, providing quality recreational opportunities for everyone and the preservation of natural resources.

The FRWC wishes to transfer all rights of the FRWC program to the Genesee County Parks and Recreation Commission. With this transfer, GCPRC will continue the programs and efforts of the program, promoting Ecosystem Health, Community Health, Economic Health, and Education and Recreation.

DISCUSSION:

With approval of the proposed SOA, the current FRWC board shall change its name to "Friends of the Flint River Watershed", amending its organizational documents to classify as a supporting organization for the GCPRC. GCPRC shall have rights to the name "Flint River Watershed" and will be the sole owner of the FRWC program.

"Friends of the Flint River Watershed" shall act in an advisory and supporting capacity to the GCPRC, serve as fiduciary for grants and funding as appropriate, complement and support the activities of the GCPRC.

The parties shall cooperate in the assignment or transfer of any grants or other programs operated or administered by the FRWC to GCPRC.

GCPRC will work to establish and fill staff positions; GCPRC shall have the right, but not obligation, to employ the persons who are employed by the FRWC.

IMPACT ON HUMAN RESOURCES:

None.

IMPACT ON BUDGET:

NO USE OF PARKS FUND. NO USE OF GENERAL FUND.

IMPACT ON FACILITIES:

None.

IMPACT ON TECHNOLOGY:

None.

CONFORMITY TO COUNTY PRIORITIES:

Approval of the SOA expands the role of the county as convener to enhance relationships that contribute to the growth of our community, promoting collaboration with other agencies and entities, promotes environmental stewardship, expands communication of available resources and services to our residents, and promotes public health to create safer and healthier residents.

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

WHEREAS, the Genesee County Parks and Recreation Commission is dedicated to quality recreational opportunities for everyone and preservation of natural resources; and

WHEREAS, the Flint River Watershed Coalition is dedicated to partnering to protect, promote, and improve the Flint River and its watershed; and

WHEREAS, the Flint River Watershed Coalition has submitted a Supporting Organization Agreement to transfer all rights of the Flint River Watershed Coalition program to the Genesee County Parks and Recreation Commission; and

WHEREAS, the Flint River Watershed Coalition board will serve in an advisory and supporting capacity to the Genesee County Parks and Recreation Commission classified as a supporting organization; and

WHEREAS, the Genesee County Parks and Recreation Commission submitted formal support, per RESOLUTION No. --- -24, for the transfer of the Flint River Watershed Coalition to the Genesee County Parks and Recreation Commission, operating as a program of the Genesee County Parks and Recreation Commission, at the regularly scheduled meeting of the Parks Commission on Thursday, October 10, 2024.

NOW, THEREFORE, BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Parks and Recreation Director to authorize approval of the Supporting Organization Agreement in support of the Flint River Watershed Coalition mission and efforts is approved (a copy of the memorandum request and supporting documents being on file with the official records of the November 13, 2024 meeting of the Public Works Committee of this Board),

and the Chairperson of this Board is authorized to execute the Agreement on behalf of Genesee County.

SUPPORTING ORGANIZATION AGREEMENT

between the

FLINT RIVER WATERSHED COALITION

and the

GENESEE COUNTY PARKS AND RECREATION COMMISSION

This Supporting Organization Agreement (SOA) is entered into on _____, to establish a collaborative working relationship, and clarify roles and responsibilities, between the Flint River Watershed Coalition (FRWC), and the Genesee County Parks and Recreation Commission (GCPRC), under which the GCPRC will operate the current programs of the FRWC as a program of the County Parks and Recreation Commission (GCPRC) (the FRWC and GCPRC referred to as the “Parties”).

Background and Purpose

As the leading community-based program for clean water resources, the mission of the FRWC has been partnering to protect, promote, and improve the Flint River Watershed. The mission of the GCPRC is to provide quality recreational opportunities for everyone and the preservation of natural resources.

As a result of the collaboration of the Parties under this SOA, the FRWC will be able to continue to provide positive synergy and enhance both the GCPRC’s and FRWC’s missions through:

- Recreational programming such as Kayak Flint and the Flotilla event
- Promoting the preservation of natural resources through educational programs such as GREEN, YELC, and Benthic Monitoring.
- Increase cross-collaboration with Genesee County Parks and Recreation divisions through projects that positively impact the community, such as Stewardship Day and Love My City Month.

The following strategic objectives will serve to guide the Parties’ employees, volunteers, stakeholders, and overall direction in the development of Watershed programming that furthers their shared vision:

- **Ecosystem Health** – seek to achieve, maintain, and improve water quality and aquatic/terrestrial habitat necessary for fishable, swimmable waters.
- **Community Health** – enable a vibrant river corridor with active and passive spaces that enrich the quality of life for all the area’s residents, businesses, and visitors.

- **Economic Health** – work to promote the Flint River watershed as a destination for people to live, work, and play while working with new and existing business to incorporate sustainable development practices and green infrastructure.
- **Education and Recreation** – improve the public’s understanding of and connection to their river and watershed through both passive and active recreational and educational opportunities.

IMPLEMENTATION OF THIS SOA

FRWC is a Michigan non-profit corporation, tax-exempt under Internal Revenue Code Sec. 501(c)(3) as an operating organization. The Parties shall reasonably cooperate in the assignment and transfer of the FRWC’s current operations to the GCPRC, to be completed on or before the Transfer Effective Date.

In connection with this SOA, the FRWC shall change its name to “Friends of the Flint River Watershed” and shall reasonably amend its organizational documents in order for it to operate as a Sec. 501(c)(3) organization, classified as a supporting organization for the GCPRC under Sec. 509(a)(3), and shall apply to the Internal Revenue Service for recognition of that change in status. The GCPRC, shall have the right to use the name “Flint River Watershed” moving forward under this SOA.

The Director of the GCPRC, or his/her designee, shall have the right to serve as a non-voting Director on the Board of Directors of the newly restructured supporting organization.

The tangible personal property of the FRWC, including kayaks, canoes, paddles, equipment, trucks, trailers, office furniture, and equipment shall transfer to the GCPRC on or before the completion of the transfer of the programs of the FRWC to the GCPRC , without further action of the Parties; provided, the Parties shall reasonably cooperate in providing bills of sale, assignments, or other written documentation reasonably necessary or required to effect or evidence such transfers.

The FRWC will work with the GCPRC to establish and fill staff positions; GCPRC shall have the right, but not the obligation, to employ the persons who are employed by the FRWC.

The Parties shall reasonably cooperate in the assignment or transfer to the GCPRC, of any grants or other programs that are currently being operated or administered by the FRWC. Funds held by the FRWC for any current grants or programs may continue to be held by the FRWC’s newly restructured supporting organization as a fiduciary for the benefit of the GCPRC in carrying out the terms of this SOA. The FRWC’s newly restructured supporting organization shall retain all such other funds currently in its possession, not held in a fiduciary capacity.

RESPONSIBILITIES OF THE “FRIENDS OF THE FLINT RIVER WATERSHED”

- To act in an advisory and supporting capacity to the GCRPC staff regarding the strategic objectives and development of programs under this SOA.

- To acquire, and accept donations, gifts, grants, and other property, and to make gifts or grants to the GCPRC to assist in the development and programming under this SOA, including serving as a fiduciary for grants and funding as appropriate, with such assistance from the GCPRC in marketing or grant applications and reports as needed or appropriate.
- Complement GCPRC's activities through programs or activities in support of the activities of the GCPRC, including through activities of the FRWC's Friends of the Flint River Trail, Fli River Anglers, and Lapeer Region chapters, which may continue as committees of the Friends of the Flint River Watershed; and the Friends of the Flint River Watershed shall act as their fiduciaries for funds raised by or for use in supporting operations of the committees.
- To supply to the GCPRC annual reports and other disclosures as required by law or agreed upon by the Parties.

RESPONSIBILITIES OF GCPRC FRWC PROGRAM

- The GCPRC, for the benefit of the Flint River Watershed, shall develop, operate, maintain, and administer programming and activities that advance the Parties' strategic objectives.
- The GCPRC shall reasonably inform the FRWC program staff and the Friends of the Flint River Watershed supporting organization of environmental and health concerns affecting the Watershed and the Watershed communities; and advise the Friends of the Flint River Watershed on best practices for communicating and raising public awareness around health and environmental concerns to the Watershed or the public's health in connection with strategic objectives of the program.

JOINT RESPONSIBILITIES

- The Parties will work in tandem toward the joint mission to *protect, promote, and improve the Flint River Watershed*.
- Collaborate on long-term strategy and program development that advance the Parties' strategic objectives and initiatives.
- Develop a communication plan for engaging with stakeholders, partners, and the public/community.
- Develop and collaborate on a fund development plan to sustain and advance the Parties' organizations, missions, and programs.

BUILDING USE

FRWC currently leases premises located at 630 W. Kearsley St., Flint, MI, from a third party. FRWC shall sublease, assign to, or otherwise permit the GCPRC to continue to use such premises, subject to the terms of the Lease, including the Landlord's written consent. The GCPRC shall be responsible for any utilities at the premises, and for all maintenance, repairs,

improvements, or other obligations of the tenant under the Lease, including satisfaction of any insurance obligations under the Lease

ADDRESSING ISSUES AND CONCERNS

As with any SOA, there is an acknowledgment that instances may arise where a solution to resolve an issue is not addressed in this SOA. In such event, Party representatives shall come together to resolve the situation.

The failure of either Party to insist upon strict adherence to any terms of this Agreement shall not deprive that Party from the right to insist upon or enforce any subsequent breaches of or defaults under this SOA.

TERMS

Upon execution of this SOA by both Parties, it shall be binding on the Parties and their successors and permitted assigns, in perpetuity, unless this agreement is terminated by GCPRC as set forth below. Actions remaining to be taken by the Parties to effectuate this SOA shall commence within four (4) months of approval and signature by the Parties. Upon any termination of the FRW program or this SOA, the GCPRC will retain all rights as the sole owner of the FRWC program. The current FRWC Board of Directors will restructure the FRWC as a supporting organization to the GCPRC FRW program

GCPRC may terminate this SOA upon thirty (30) days written notice to the FRWC, or its successor "Friends of the Flint River Watershed".

AUTHORITY

Upon execution of this SOA, neither Party shall have authority to enter into contracts on behalf of, or otherwise bind, the other Party, without the written consent and approval of the other Party; and in case of the Friends of the Flint River Watershed supporting organization, that consent and approval shall be given by its Board of Directors, or its Chairperson.

SEVERABILITY

Should any provision of this SOA, including any addenda or amendment thereto, be found by a court or other tribunal of competent jurisdiction to be illegal or otherwise enforceable, such provision shall be severed from the remainder of the SOA, and shall not affect the enforceability of the remaining provisions of the SOA.

COMPLETE AGREEMENT

This SOA contains the complete terms and conditions of the agreements between the Parties concerning its subject matter and may not be varied by other oral or written agreements or understandings of the Parties not incorporated into written amendments or modifications approved by the Parties.

APPROVAL/SIGNATURES

GENESEE COUNTY PARKS AND RECREATION COMMISSION

Joe Krapohl, President

Date

Anne Figueroa, Secretary

Date

GENESEE COUNTY BOARD OF COMMISSIONERS

James Avery, Chairperson

Date

FLINT RIVER WATERSHED COALITION

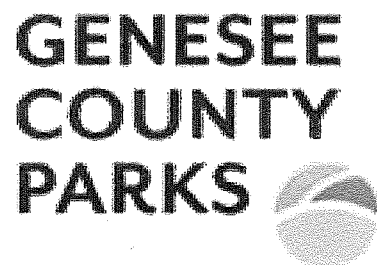
Doug Schultz, Chair

Date

Darren Bagley, Secretary

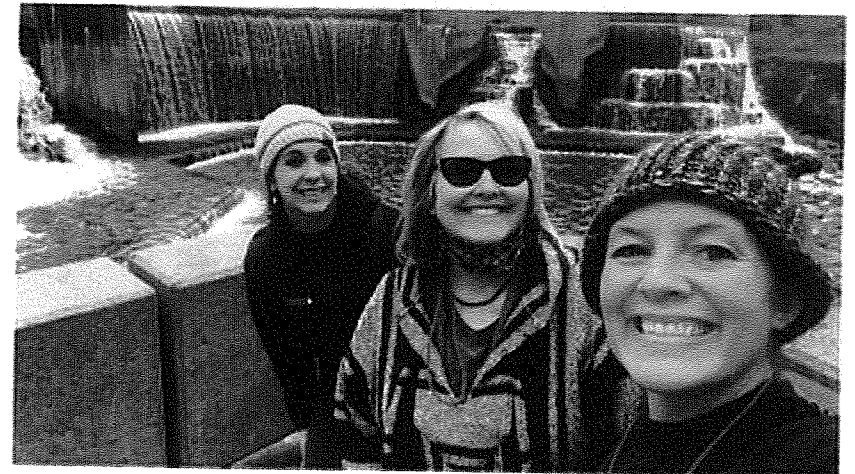
Date

Proposed program of the Genesee County Parks and Recreation Commission



Who is the FRWC?

- 501(c)3 Non-profit organization since 1998, acting as the 'Voice of the Flint River', stewardship advocate for the watershed from Lapeer to Montrose
- Established with support of CS Mott Foundation and long-term funding
- 142 miles of National/ State Water trail shoreline, 1,258 square miles, 7 counties, population served 2,109,926

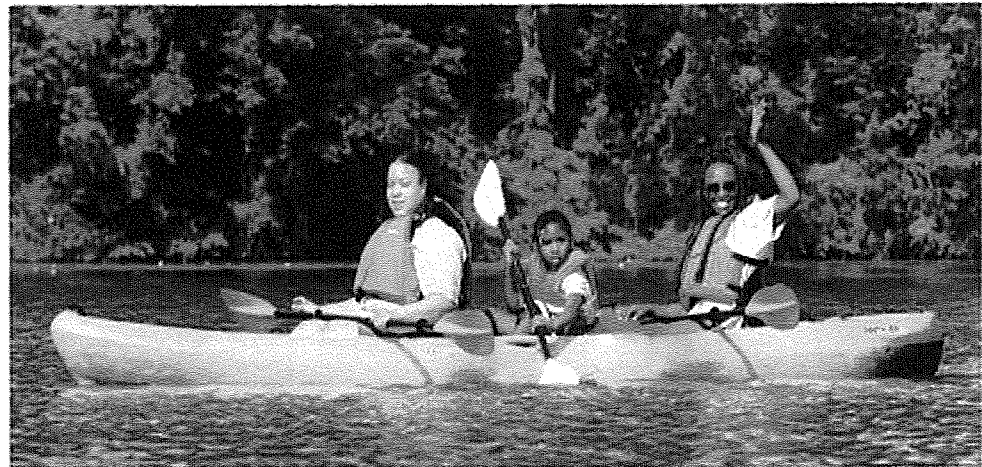


Who is the FRWC?

- 3 Full time staff including Executive Director, 2 part time staff and seasonal paddle staff. Annual budget \$380k.
- Board includes up to 18 members
- Chapters: Lapeer FRWC, Fli River Anglers, Friends of the Flint River Trail

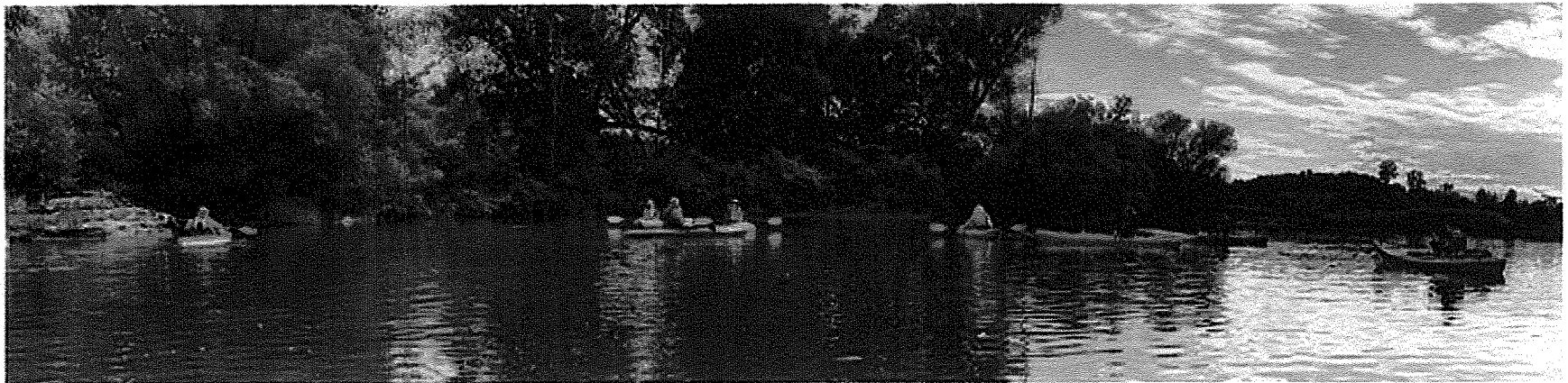


Common Loon, Holloway Reservoir
March 26, 2024
Photo credit to Tom Esper



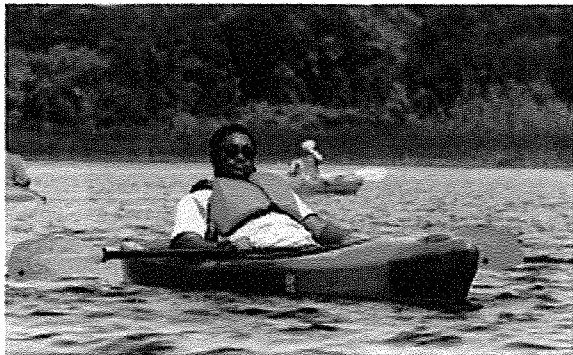
Why this, why now?

- We are replacing a 3 year federal grant that supported curriculum for over 1,500 middle school students each year and a paddle livery that is disrupted by construction and pollution events that we are battling.
- Replacement of event-based funding (80's in the Hole, Flotilla) - taxed staff in busy season/ weather dependent.
- FRWC as a program of GCPRC allows for increased funding from private foundations



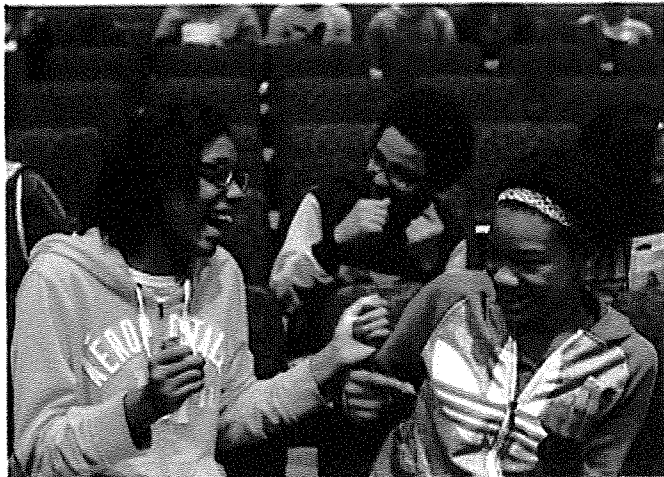
A shared vision / goals

- Protection, Promotion and Improvement of OUR quality of life (families and business)
- Direct impact on employee attraction/ retention



- Waterways have been the core of communities; FRWC is pivotal leveraging natural resource based economy (i.e., Chevy Commons/Riverfront transition; protecting a \$60M local, state and federal investment)

This is your Flint River Watershed



What do we do?



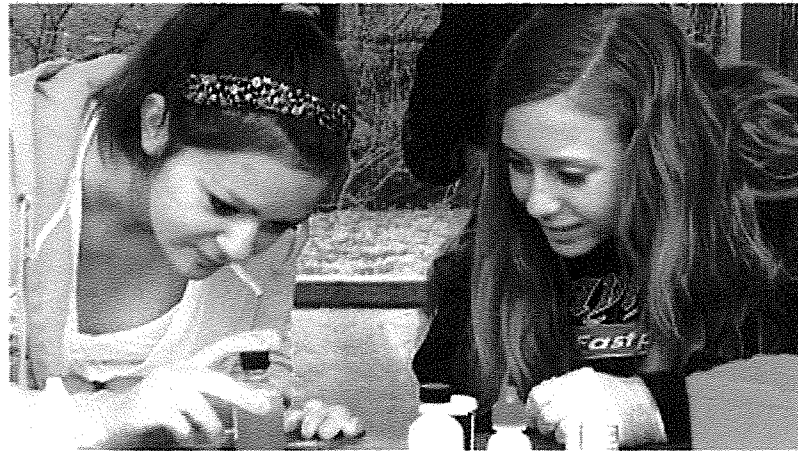
- Youth Education: over 2,000 students engaged in STEM curriculum support direct through schools across the watershed.
- **Flint River GREEN** is Water Quality Monitoring: gauging the health of the river on an annual basis.



What do we do?

Youth Environmental Leadership Council

Mentoring youth who develop action projects and carry them out.

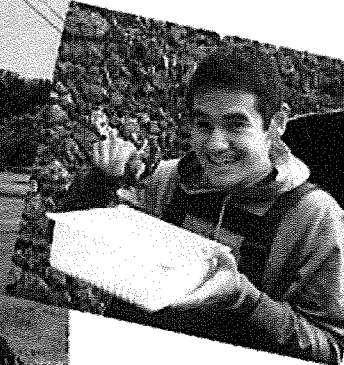
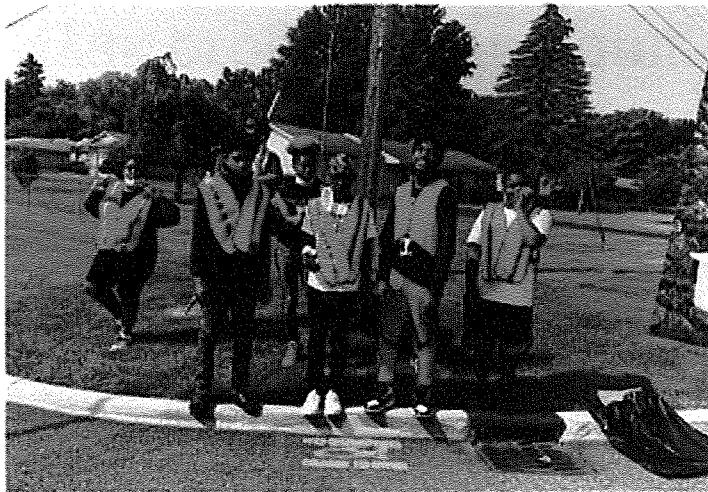


-YELC members planting trees to slow erosion on Gilkey Creek

What do we do?

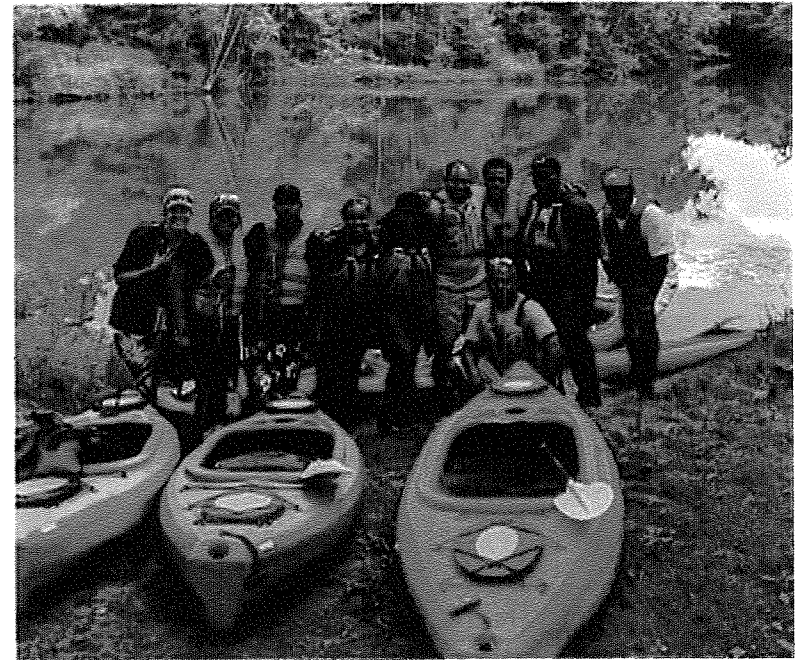
Water Quality Monitoring: gauging the health of the river on an bi-annual basis using biological water monitoring

Advocacy for the health of the ecosystem: spearhead spill awareness and response, established funding for increased annual testing with UM-Flint



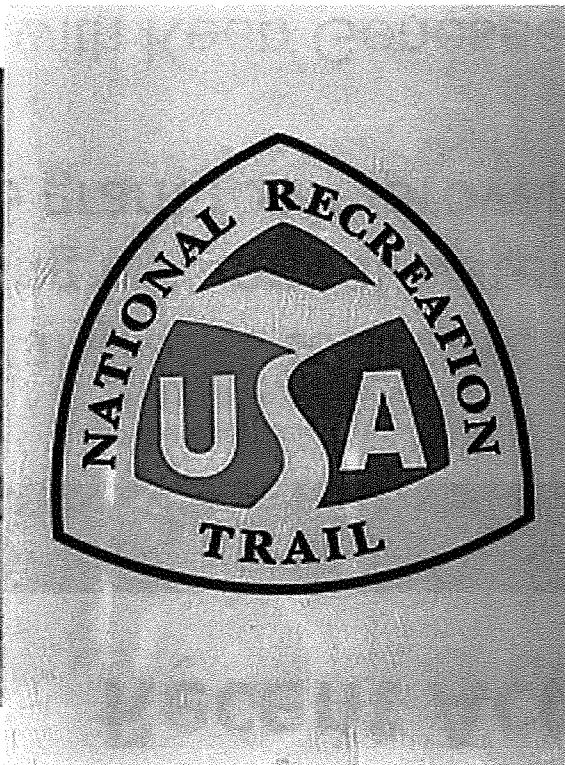
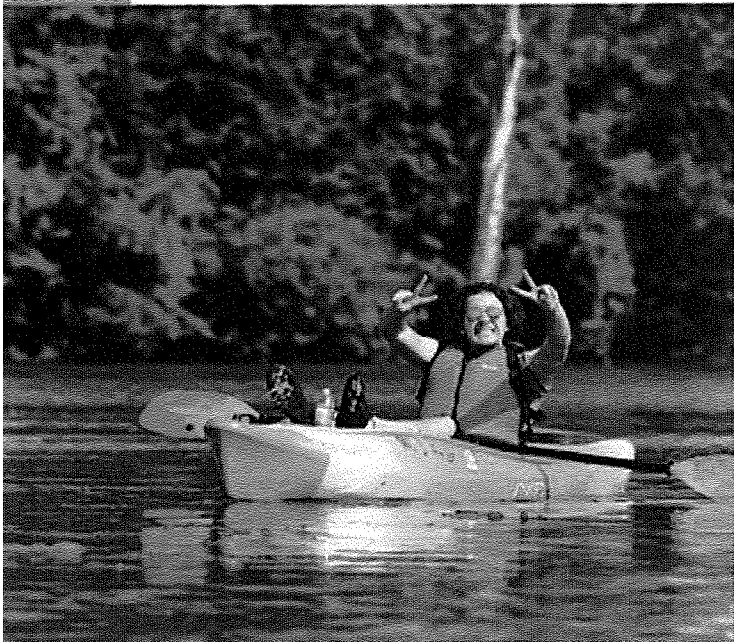
What do we do?

- Recreation / Eco-Tourism; paddle programs, kayak livery, Ikayak program providing certified instruction for accessible recreation



Recent Accomplishments

- National and State Water Trail Designation; bringing tourism and \$150k in funding. MOU's with 22 communities along the corridor including GCPRC.

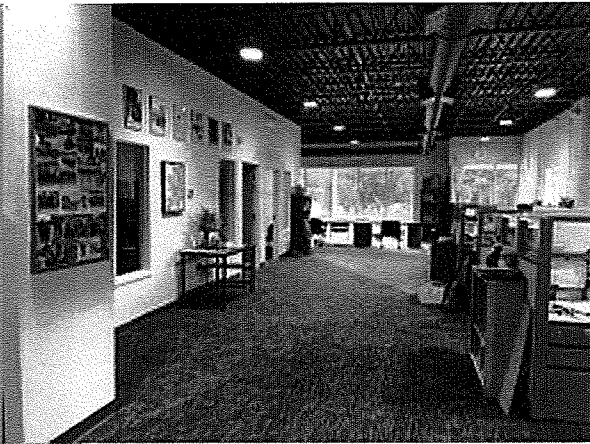


Recent Accomplishments

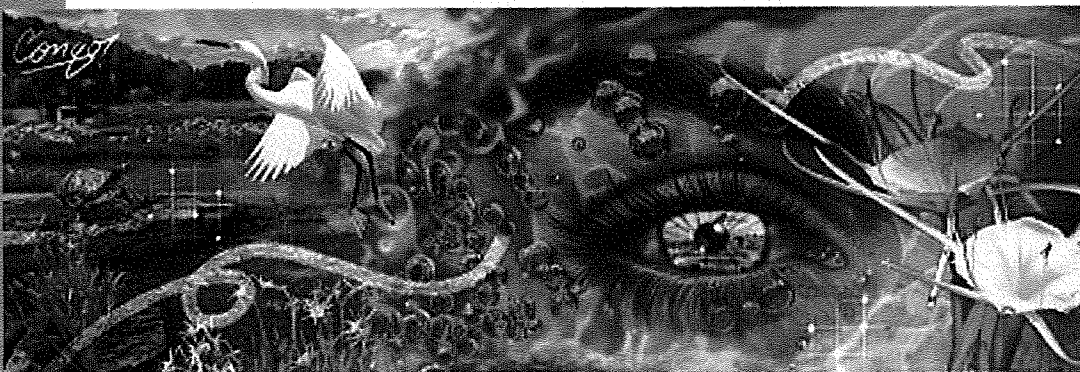
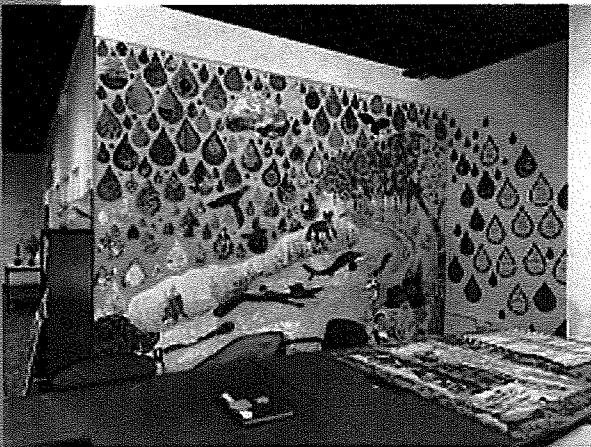
- \$300K in federal grants to create STEM curriculum
- \$100k in funding for annual water quality testing
- \$200k in CDBG grant for improvements to new waterfront office location.
- Sharing office with Keep Genesee County Beautiful



Recent Accomplishments

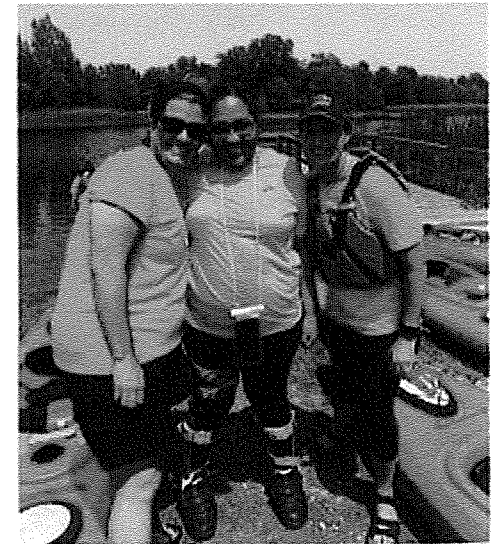


- GCPRC sign in progress
- Mural project (4 artists: Mexico, Peru, California, Local)



Recent Accomplishments

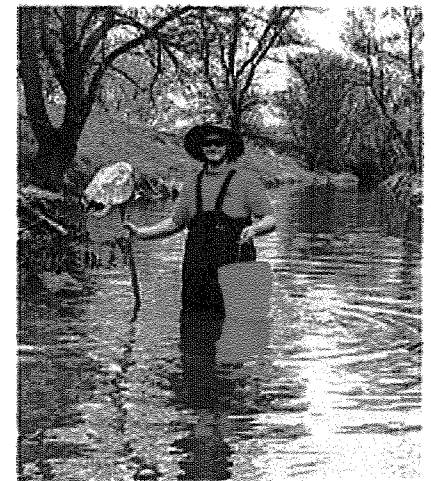
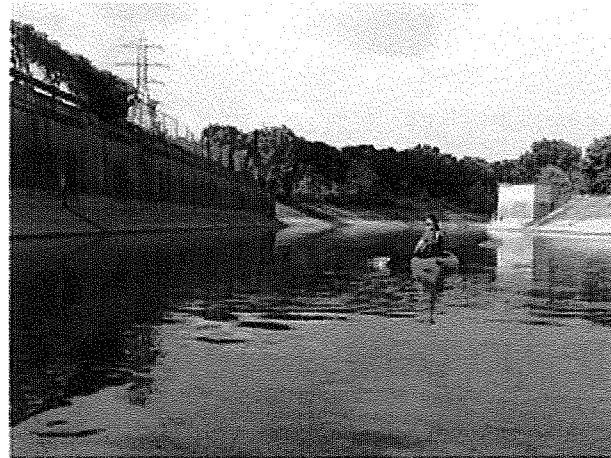
- \$57k in federal Forest to MI Faucet tree planting grant including trees added to Wolverine Campground
- \$450k in MDNR and US Fisheries for accessible kayak launch in Flint in cooperation with GCPRC
- \$60k for Kayak launch in Lapeer, 2022.



TOTAL: over \$1 million direct investment in local economy

GCPRC benefits?

- Continuing our focus on both land and water based resources that include GCPRC interests



- Advocacy for the health of the ecosystem: spearhead spill awareness and response, established funding for increased annual testing with UM-Flint
- 501 (c)3 Grant partnerships

Details of the Friends Group

- Friends of the Flint River Watershed created to preserve 501 (c)3 status.
- Maintains lease at 630 W Kearsley and funding support for building maintenance.
- Coordinating support for FRWC program staffing.
- Work with GCPRC on joint grant efforts. Completes current grant funding (US Fisheries, CDBG, Mi Forest to Faucet, etc)

Timeline

September 26-Oct 9, 2024 county approvals

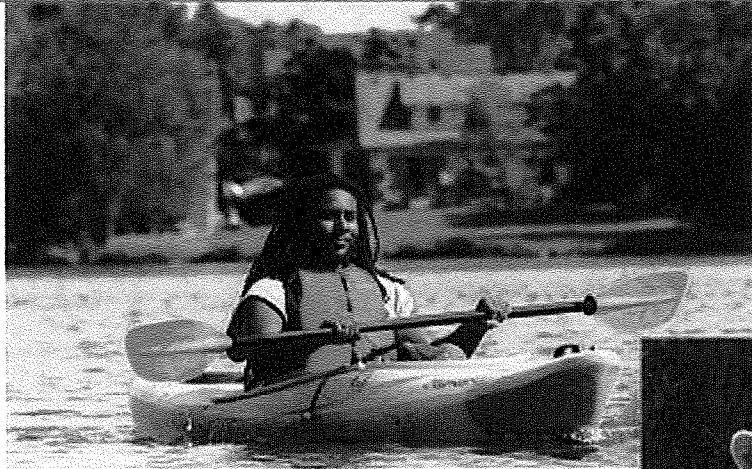
Formal support letter request to C.S. Mott
Foundation in-process

Target for transfer and funding decision December
2024

Funding for current Executive Director in place till
May 2025

Current cash-flow projection in the black till January
2025

This is your watershed.



THANK YOU!



FLINT RIVER
WATERSHED COALITION

protect • promote • improve





Genesee County

Staff Report

Genesee County
Administration Building
1101 Beach St
Flint, MI 48502

File #: RES-2024-1348

Agenda Date: 11/13/2024

Agenda #: 2.

To: Ellen Ellenburg, Public Works Committee Chairperson

From: Patrick Linihan, Parks and Recreation Director

RE: Approval of a request by Genesee County's Parks and Recreation Commission to amend RES-2023-201, a resolution approving the purchase order to Durango & Silverton for the construction of railroad train trucks, allowing for the purchase in fiscal year 2025 instead of fiscal year 2024; this request is the result of a delay in construction

BOARD ACTION REQUESTED:

Genesee County Parks and Recreation staff requests the approval to amend RES-2023-201, the expense to Durango & Silverton, to be paid in fiscal year ending 2025.

BACKGROUND:

The Genesee County Board of Commissioners approved an expense to Durango & Silverton, in the amount of \$98,633.00, to provide for the construction of one pair (two trucks) of roller bearing trucks for the Huckleberry Railroad.

Durango & Silverton is the only company able to do the work and we had the opportunity to piggyback on trucks they are making for themselves. This gave us the best pricing possible for commercially unavailable equipment.

DISCUSSION:

The construction of the trucks has been delayed. The trucks will now be completed in FYE 2025. This requires an amendment to the resolution (RES-2023-201) allowing Parks to spend the funds in the new fiscal year. No change to amount.

IMPACT ON HUMAN RESOURCES:

None.

IMPACT ON BUDGET:

Budgeted expenses to be paid from account 5080-000.00-156.000.

NO USE OF GENERAL FUND.

IMPACT ON FACILITIES:

None.

IMPACT ON TECHNOLOGY:

None.

CONFORMITY TO COUNTY PRIORITIES:

This expense helps preserve historic equipment and increases safety of the equipment and of staff and visitors to Huckleberry Railroad.

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Parks and Recreation Director to authorize amending RES-2023-201, said amendment being necessary to allow the \$98,633.00 expense for Durango & Silverton to construct one pair of roller bearing trucks for Huckleberry Railroad to be paid in FYE 2025 instead of FYE 2024, is approved (a copy of the memorandum request being on file with the official records of the November 13, 2024 meeting of the Public Works Committee of this Board).



LEGISTAR SUBMISSION CHECKLIST*

Before submission of a request for payment/authorization for goods, services, or construction work, the following questions must be answered to determine whether to use a purchase order or formal contract. You must check an option in all questions until the form directs you to what workflow and/or document to use.

DOES THE PRJOECT NEED A CONTRACT?

1) Is this a request for the purchase of goods? (i.e. office supplies, vehicles, equipment, etc.)

Yes: ☒ (Go to Question 2)

No: (Go to Question 4)

2) If providing goods, does the vendor require time on any Genesee County premises for installation and/or maintenance for the goods?

Yes: ____ This project requires a contract, skip to the contracts section. No: ☒ (Go to Question 3)

Equipment will be shipped.

3) Has the vendor presented a document for the county to sign?

Yes: ____

- This document needs to go through Legistar and be reviewed by the proper departments before it can be signed. It is recommended that Corporate Counsel and Risk Management review prior to submission to avoid potential last step denial.

No: ☒

- Use a **Purchase Order** You do not need to complete the remainder of this form.

4) Is this a request for services, an IT submission, or construction work?

Yes: ____ This project requires a contract, skip to the contracts section.

No: ____ Contact corporate counsel office prior to submitting into Legistar.

CONTRACTS

*** After selecting a template, contact the Risk Manager to obtain insurance requirements before submitting it to Legistar. * If the vendor has provided a contract, or if you have a department specific template that you are using or have used historically, have it reviewed by risk management and corporate counsel prior to submission into Legistar. Even if the agreement was used previously, it may need changes.**

1) Is this a new contract or a renewal/extension? _____

- a. Renewal/Extension: Use the appropriate renewal/amendment template based on the type of agreement. Include the original signed agreement and all prior amendments in the review process.
- b. New Contract: Go to Question 2.

2) How is the contract funded?

- a. Budgeted or General Funds: _____ (Go to Question 3)
- b. Grant Funded: _____ (Go to Question 4)
- c. Millage Funded: _____ (Go to Question 5)

3) What is the vendor providing?

- a. Services: _____
 - Use the **Professional Service Contract Template**
- b. Construction/Physical Building Altercation/Remodel _____
 - If the contractor has not provided a proposed contract use the **Construction Contract Template** If the contractor has provided a proposed contract, contact corporate counsel prior to submitting into Legistar.

*** To avoid a last step rejection, ask corporate counsel to review updated template before submission into Legistar. ***

4) Complete the AGA Recipient Checklist for Determining Contractor vs. Subrecipient

- a. If the service provider is a **contractor**, go back to Question 3.
- b. If the service provider is a **subrecipient**, a department/grant specific subrecipient agreement template must be used. If the template has not been reviewed by corporate counsel within the last year, contact corporate counsel office for review of the agreement/template.

5) Is this a new contract/agreement?

Yes: _____ No: _____

- a. If **yes** - contact corporate counsel office for assistance in selecting a template and/or creating an agreement.
- b. If **no** – has the template/previous agreement used for this program been reviewed by corporate counsel since August 1, 2023?

If **yes**, use the template/previous agreement.

If **no**, contact corporate counsel regarding template/previous agreement.

6) Is a contract that is not a County prepared contract being submitted for review?

Yes: _____ No: _____

- a. If yes, submit the contract to corporate counsel office for review prior to submitting to Legistar.

* If at any point in time you have questions while completing this checklist, it is recommended that you contact the appropriate reviewing department (fiscal services, purchasing, risk management, or corporate counsel) to address your question prior to submission into Legistar.